

ECF Differences Between EDNY & SDNY

Process	Eastern District	Southern District
Hours open to the public	Intake & Records: 9:00 am - 4:00 pm	Intake: 8:30 am - 5:00 pm Records: 9:00 am - 4:30 pm
Filing of petition	One primary PDF file, with the following secondary attachments: 1. Statement per Local Rule 1073-2(b) 2. Verification of Matrix	One all-inclusive PDF file - no attachments
Pay Stubs - Employee Income Records	Copies required to be filed with petition (15 day deficiency notice); Debtor's SS# should be redacted	General Order requires copies to be filed directly with the Panel Trustee
Designating the "ROLE" of the filer of a pleading	Automatic default is "DEBTOR"	Automatic default is "UNKNOWN"
Summons e-mail submission	Fill in interactive PDF form located on website: www.nyeb.uscourts.gov/local_forms.htm . Save and e-mail completed form to designated summons box	Clerk prepares and issues summons; e-mail only if you have a specified pretrial date
Motions/ Applications/ Notices of Presentment	Must call chambers to get date and time of hearing, enter date and time of hearing when docketing	Can file without entering a hearing date and time
Adversary Cover Sheet	Required as an attachment to the complaint	Not required